GPO Project Plan Checklist

Customer/Agency _____   Date _____

Name of Project _____   Start Date _____

One Time Project _____   End Date _____

On-Going Project _____

Checklist Questions

Total number of customer orders per week

Number of different titles per order

Type of orders (More than one title per order, Only one title per order)

Will customers be allowed to order more than one copy per order
(If "yes" how many copies will they be allowed)

Total number of titles in this program

Will orders need to be data entered

Will orders come in as importable files (if "yes" what are the file types)

Can samples of publications be provided

Customers preferred shipping methods (USPS, Commerical Carrier)

When is material scheduled to be shipped to GPO

Total number of cartons and pallets being shipped to GPO

Any special requirements (logos, peel-off stickers, inserts, etc.)

Are SKU's (Item Numbers) available or do we assign are own

Does historical data exist for this project and can it be provided

Will there be initial and follow-up call between the Customer and
GPO to exchange information

Format of the files with distribution data (*.xls, .csv, etc)

Web-Cart Service requested

Customer / Agency Response

List Reports Required Below

List Contact Information Below